

**LOUIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
October 6, 2020**

The meeting was called to order by President De Young at 4:30 pm via Zoom.

Board members present: Mary Jane Belter, Burton Brooks, Helen Bulthouse, Dave De Young, Caryn Lannon, Lisa Menerick, and Cathy Rusco, and Kathy Osmun.

Board members absent: none.

Also present: John Martin and Ben Knight

APPROVAL OF AGENDA

20-77 Motion by Brooks, supported by Lannon, to approve the Agenda as presented.

Roll call vote:

Belter - yes

Brooks - yes

Bulthouse - yes

DeYoung - yes

Lannon - yes

Menerick - yes

Osmun - absent

Rusco – yes

Motion carried 8-0.

APPROVAL OF CONSENT AGENDA

20-78 Motion by Menerick, supported by Bulthouse, to approve the Consent Agenda.

A. Approve the regular meeting minutes of September 1, 2020

B. Approve the August 2020 Check Register in the amount of \$183,050.87

Roll call vote:

Belter - yes

Brooks - yes

Bulthouse - yes

DeYoung - yes

Lannon - yes

Menerick - yes

Osmun - yes

Rusco – yes

Motion carried 8-0.

PUBLIC COMMENT

None.

TRUSTEE COMMENT

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

20-79 Motion by Bulthouse, second by Rusco, to authorize purchase of a 20-drawer library holds pickup locker for the garage from LEID products in the amount of \$31,918, with funding from the maintenance fund

Martin reviewed information provided by LEID on the locker system. This was discussed at the September 24, 2020, Building and Grounds Committee with a recommendation from the Committee to proceed with the purchase of a 20-drawer locker. Library budgeted \$20,000 in anticipation of purchasing a holds locker.

LEID is based in Auburn Hills, Michigan and recently installed a 10-drawer locker at the Gary Byker Library in Hudsonville. Martin, Derdowski and Moore visited Byker to examine the locker and were impressed. The locker is heavy duty and built for outside service in extreme weather conditions. The locker will be placed in the garage adjacent to the entry door where power is already located. The system can be hardwired or operate on wireless, which is the first choice. This location provides easy access for public and staff, 24/7 accessibility, is well lit and covered by security cameras, and is located out of inclement weather.

Purchase price includes an optional year two service contract in the amount of \$2,477.

Roll call vote:

- Belter - yes**
- Brooks - yes**
- Bulthouse - yes**
- DeYoung - yes**
- Lannon - yes**
- Menerick - yes**
- Osmun - yes**
- Rusco – yes**

Motion carried 8-0.

20-80 Motion by Belter, second by Osmun, to amend the library reopening policy, expanding library service hours

Martin reviewed reason for amending the Policy including survey results indicating library patrons requesting evening and weekend hours. Beginning Monday, October 19, library hours will be:

- Monday and Tuesday -- 10am – 8pm
- Wednesday, Thursday and Friday -- 10am – 6pm

Saturday -- 10am – 2 pm
Sunday --closed.

Library is currently open 40 hours per week. This increase in hours will bring library to 48 hours per week. Number of hours per week open Pre-COVID was 69. Monday mornings, from 10am – noon, are hours designated for the most vulnerable patrons.

Roll call vote:

Belter - yes
Brooks - yes
Bulthouse - yes
DeYoung - yes
Lannon - yes
Menerick - yes
Osmun - yes
Rusco – yes

Motion carried 8-0.

20-81 Motion by Brooks, second by Osmun, to amend the library’s COVID-19 Preparedness and Response Plan

Amendments proposed reflect updated language from the CDC. The Plan follows recommendations from the federal CDC, Michigan Department of Health and Human Services and the Ottawa County Department of Public Health.

Roll call vote:

Belter - yes
Brooks - yes
Bulthouse - yes
DeYoung - yes
Lannon - yes
Menerick - yes
Osmun - yes
Rusco – yes

Motion carried 8-0.

20-82 Motion by Brooks, second by Belter, to terminate an HVAC service contract with Trane and accept a service contract for HVAC service from Van Dyken Mechanical

Martin reviewed reasons for moving HVAC contract from Trane to Van Dyken. Discussed and recommended at September 24 Building and Grounds Committee.

Roll call vote:

Belter - yes
Brooks - yes
Bulthouse - yes

DeYoung - yes
Lannon - yes
Menerick - yes
Osmun - yes
Rusco – yes

Motion carried 8-0.

20-83 Motion by Belter, second by Osmun, to close the library on Wednesday, November 11, 2020, for all-day staff development

Martin discussed the in-service training day and the importance of staff development. Board members concurred.

Roll call vote:

Belter - yes
Brooks - yes
Bulthouse - yes
DeYoung - yes
Lannon - yes
Menerick - yes
Osmun - yes
Rusco – yes

Motion carried 8-0.

20-84 Motion by Bulthouse, second by Rusco, to approve updated bank account signers list, designating John Martin, Sara Derdowski or Michelle Moore as authorized signees on all bank accounts.

Roll call vote:

Belter - yes
Brooks - yes
Bulthouse - yes
DeYoung - yes
Lannon - yes
Menerick - yes
Osmun - yes
Rusco – yes

Motion carried 8-0.

20-85 Motion by Brooks, second by Rusco, to approved Van Dyken Mechanical’s proposal for chiller refrigerant repairs in the amount of \$6,325

Martin reviewed proposed repairs to one of the two chillers.

Roll call vote:

- Belter - yes**
- Brooks - yes**
- Bulthouse - yes**
- DeYoung - yes**
- Lannon - yes**
- Menerick - yes**
- Osmun - yes**
- Rusco – yes**

Motion carried 8-0.

TREASURER’S REPORT

The August 31, 2020 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports were received and discussed.

COMMITTEE REPORTS

Building and Grounds Committee – Burton Brooks

Brooks reviewed Minutes from the September 24 meeting. Martin reviewed solar panel on roof proposal. Brooks requested that Martin email all board members the proposal. Many questions remain to be answered before a recommendation will be issued.

Executive Committee – Dave DeYoung

DeYoung reviewed the minutes from the September 29 meeting. Upcoming meeting will begin review of next year’s board goals, strategic plan update and Compensation Philosophy. Board members were asked to review these items and provide input to Martin or Committee members.

Finance Committee – Burton Brooks

Will need to schedule a meeting in mid-October to receive draft of FY19/20 Audit. Martin to arrange day and time.

Policy Committee – Caryn Lannon

No report.

Personnel Committee – Helen Bulthouse

No report.

DIRECTOR’S REPORT – JOHN MARTIN

Martin discussed items included in the Director’s Report. All items in the report were reviewed.

PRESIDENT’S REPORT – DAVE DE YOUNG

De Young thanked board members for their cooperation and support.

PUBLIC COMMENT.

None.

TRUSTEE COMMENT.

None.

NEXT REGULAR MEETINGS

- B. Tuesday, November 3, 2020 – 4:30 pm, LDL Program Room A
- C. Tuesday, December 1, 2020 – 4:30 pm, LDL Program Room A

The meeting was adjourned 5:43 pm.

Secretary
Mary Jane Belter

President
Dave De Young

Prepared by John Martin